

CHAPERONE REGISTRATION INSTRUCTIONS

Read and follow these instructions very carefully – Forms submitted incorrectly or incomplete will not be accepted

REQUIRED FORMS FOR EACH GROUP:

From each chaperone:

1. Signed Chaperone Guidelines
2. Chaperone's Responsibility list

From each parish:

1. Signed Chaperone Approval List

GENERAL INSTRUCTIONS FOR COMPLETING ALL FORMS:

- You must fill-in all forms completely.
- Forms must be printed out and filled in by hand.
- Forms must be printed out, signed and mailed in or faxed per the instructions below. There is no email submission at this time.

SPECIFIC INSTRUCTIONS FOR COMPLETING EACH FORM:

[Chaperone Guidelines](#)

- Fill out the form completely.
- Each chaperone is required to sign an agreement form.
- Print the completed form, sign it and mail it to the address below or fax it to the number below.

[Chaperone Responsibility List](#)

- Fill out the form completely.
- Each Chaperone **must list a cell phone number** with which they can be reached during the FDF 2008 weekend
- Each Chaperone may be responsible for at most seven (7) performers in their group who are under the age of 18
- This form must be turned in even if a chaperone is responsible for only one participant.
- Print the completed form, sign it and mail it to the address below or fax it to the number below.

[Chaperone Approval Form](#)

- Fill out this form completely including dance group affiliation.
- Print the form and submit it to the Parish Priest for approval. Multiple forms may be attached together if needed.
- After the Priest's signature is obtained, mail or fax the form according to the instructions below.

INSTRUCTIONS FOR SUBMITTING ALL FORMS:

- Chaperone Guidelines and Chaperone Responsibility Lists must be submitted together in one mailing or fax by **Monday, January 26, 2009. If mailed, they must be postmarked by Friday, January 23, 2009.**
- Chaperone Approval forms for the parish must be submitted by **Monday, January 26, 2009. If mailed, they must be postmarked by Friday, January 23, 2009.**
- Forms may be mailed to the following address:
 - **Attn: Fr. Robert Fox, St. Nicholas Greek Orthodox Church, 9501 Balboa Boulevard, Northridge, CA 91325**
- Alternatively, the forms may be faxed to:
 - **(818) 886-3933**

GREEK ORTHODOX METROPOLIS OF SAN FRANCISCO FOLK DANCE AND CHORAL FESTIVAL CHAPERONE GUIDELINES

"The nature of this Annual Event is for the sole and exclusive purpose of bringing our youth (and young adults) together in a spirit of Christian fellowship and love."

These words introduce the founding charter for the Folk Dance and Choral Festival. As explained in the charter, FDF is a youth ministry of the Greek Orthodox Metropolis of San Francisco. It is therefore important that we are able to create and keep an environment at FDF that is consistent with a ministry of our Church. In order to provide for the spiritual, physical and mental well-being of our youth at FDF, we must ensure that they are always supervised and encouraged to display Christian behavior both on and off stage and at all times during the event.

For these reasons, chaperones are required for each of our participants who are under 18 years of age. Chaperones will have the primary responsibility for ensuring that the participants are safe and living up to the standards of good Christian behavior. It is therefore essential that they play an active role in their participants' guidance. These guidelines are presented to chaperones that they may know what is expected of them.

Requirements:

1. Chaperones must be at least twenty-one years of age.
2. Chaperones must be Orthodox Christians in good standing with their Parish.
3. Chaperones must be able and willing to be active guardians of the participants assigned to them.
4. All chaperones must be approved by the Parish Priest. An approval form will be required and must be submitted along with the approval forms for the participants.
5. Chaperones must purchase a full participant registration package, and be present and supervising at the event for the entire duration of the event.

6. There must be one chaperone for every 7 underage participants in a group.
7. Chaperones must be assigned to specific participants for whom they are responsible.
8. Chaperones are required to have a list of all of the participants for whom they are responsible, including their room numbers (and telephone numbers if possible). They must also have contact numbers for the parents of each participant on their list. A list of each chaperone's participants and their ages must be submitted with a signed copy of this form.
9. Chaperones must be aware of the whereabouts of their charges at all times. To this end, they are encouraged to check in with their participants regularly. It is assumed that chaperones will take a proactive role in encouraging appropriate behavior and monitoring the whereabouts of their charges, rather than taking a reactionary approach. For this reason, it is expected that chaperones have met with their group before the event to encourage them to behave accordingly.
10. At all times during FDF, chaperones must be able to be contacted. If there is a problem in a hotel room or elsewhere, the appropriate chaperone will be contacted and will be expected to respond.

Signature:

I have read and understand my responsibilities as a chaperone as listed herein, and am willingly accepting these responsibilities:

Signature

Printed Name

Date

Parish Affiliation (Parish name, City and State)

CHAPERONE RESPONSIBILITY LIST

Name of chaperone: _____

Cell Phone: _____

Parish Name: _____

Parish City and State: _____

Participants responsible for:

	Name	Age
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____